



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

NGB-ART

10 March 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interservice Physician Assistant Program (IPAP) Application Procedures

1. This memorandum supersedes all prior IPAP Training Memorandums.
2. References:
 - a. AR 40-501, Standards of Medical Fitness, 29 May 2007.
 - b. AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 1 February 2005.
 - c. AR 135-100, Appointment of Commissioned and Warrant Officers of the Army, 1 September 1994.
 - d. AR 135-101, Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches, 15 February 1984.
 - e. AR 601-20, The Interservice Physician Assistant Training Program, 17 October 2000.
 - f. Department of Defense Instruction Number 6000.13, 30 June 1997.
3. Please give this memorandum widest circulation to ensure all eligible Soldiers are aware of the opportunity and requirements to apply for IPAP.
4. The IPAP application process begins with evaluation of college/university transcripts for all interested applicants. State AMEDD Recruiters will collect all official transcripts from every college/university attended by each applicant including Army Ace Registry Transcript System (AARTS) transcripts. All official, original transcripts along with the Academic Worksheet, must be forward to the address listed below for evaluation. NOTE: No transcript will be forward to the National Guard Bureau and the University of Nebraska without the Academic Worksheet. Once an evaluation has been completed and approved by the affiliate university, no further evaluations are necessary unless changes in course academics or recently posted grades require another evaluation. The transcript evaluation process takes 3-4 weeks. Credit given for military experience and technical training such as emergency medical technician course are not transferable and should not be included on the Worksheet. All course work accomplished by Online Course (OC) will be identified on the Worksheet. Place (OC) next to the course title on the Sheet. Mail all official, original transcripts to:

ATTN: NGB-ART-I (CW3 Valentine D. Grant)
111 South George Mason Drive
Arlington, VA 22204-1382

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5. When an approved transcript evaluation is obtained, an application packet may be sent to the address as indicated above at the discretion of the AMEDD Recruiter. An approved transcript evaluation does not obligate the AMEDD Recruiter to submit a packet for IPAP Selection board consideration.

6. Enclosure 1 outlines the prerequisites, experience, basic education requirements and application packet assembly instructions. Enclosure 2 is the application packet checklist. Enclosure 3 is the State Surgeon Physical Statement. Enclosures 4 and 5 provide the format for the application memorandum. The two formats are provided: Enlisted/Warrant Officer Applicants and the Officers Applicants (as appropriate). Packets must contain the information as described in these enclosures and be processed through the AMEDD Recruiter and State Training Office before forwarding.

7. All applicants, regardless of degree status, must take the Scholastic Aptitude Test (SAT) within five years of the fiscal year of application. The minimum score must be 450 in each section of the exam and a composite score of no less than 1500. **The minimum score must be 450 in each section of the exam and the applicant must have a combined Critical Reading and Math score of no less than 1000.** This requirement for the SAT may not be substituted with another college aptitude exam, i.e. the GRE or the ACT. SAT 1 is the test of choice.

8. The results of the NGB IPAP Selection Board will be announced within two to three weeks after the board adjourns and the Order of Merit (OML) is published. The next three tentative IPAP Selection Board dates and NGB suspense's are as follows:

TRANSCRIPT(S) SUSPENSE	PACKET SUSPENSE	IPAP BOARD DATES	CLASS DATES	CLASS NUMBER
24 MAR 09	24 APR 09	25 MAY 09	06 DEC 09 - 21 DEC 11	1-10
27 JUL 09	27 AUG 09	28 SEP 09	04 APR 10 - 19 APR 12	2-10
10 NOV 09	10 DEC 09	10 JAN 10	01 AUG 10 - 16 AUG 12	3-10

9. Prior to submission of an application packet, the state will subject each applicant to a screening process to ensure Federal Recognition eligibility and appointment into a MTOE/TDA assignment upon course completion. A memorandum signed by the State Personnel Officer will be placed in the applicant's packet under the appropriate tab indicating the applicant was screened and is eligible to be commissioned upon completion of the course.

10. Funding for IPAP is provided to the states as part of the Initial Annual Funding Guidance (AFG). NGB-ART-I will make an initial distribution for the total amount required via Funding Authorization Document (FAD). This up-front distribution will be generated from the selected list and any other projected quotas assigned to each state and territory.

11. All individuals selected for the IPAP will be assigned against a temporary position. Upon selection the AMEDD Recruiter will submit a request for the temporary position and a copy of the IPAP selection letter thru NGB-ARS to NGB-ARH. A sample copy of the temporary position request can be found in the current ARNG AMEDD SOP. Lack of a current slot at the state level should not be a restricting factor in attracting qualified applicants to this critical wartime shortage specialty, unless the nation is significantly over strength in that Area of Concentration (AOC). However, states currently at or above 100% fill for 65Ds will enclose a memorandum signed by the applicant and the applicant's State Personnel Officer

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indicating that, upon graduation, if there are no vacancies in their state the individual will participate in the national cross-leveling program.

12. Further information on IPAP is available at the following website:

<http://www.usarec.army.mil/armypa/>

13. The Requirements Completion Course (RCC) is not available to National Guard Soldiers.

14. The point of contact is CW3 Valentine D. Grant, DSN 317-7822 or 703-607-7822 or e-mail: tino.grant@us.army.mil

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as

ROBERT A. MOORE
COL, EN
Chief, Training Division

DISTRIBUTION:

Each State AMEDD Recruiter/AMEDD Tech

Each State PO TO

Each State MILPO

Each State Surgeon

NGB-ARS

NGB-ASM

Sr. ARNG Advisor, Ft Sam Houston, TX

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INTERSERVICE PHYSICIAN ASSISTANT

1. PREREQUISITES:

- a. Must be a member of the Army National Guard with at least one year of service with the Army National Guard. Officer applicants are limited to company grade or lower (2LT - CPT) who will have 12 years or less total commissioned service when their class starts. The Adjutant General can waive the one year of service.
- b. Projected to fill a valid PA vacancy upon completion of the program or completed a memorandum signed by the applicant and the applicant's MILPO indicating that, upon graduation, if there are no vacancies in their state the individual will participate in the national cross-leveling program, ATTAIN.
- c. Not older than 48 years of age at the time of commission - approved age waiver necessary prior to board review for any applicant over the age of 33.
- d. A general technical (GT) score of 110 or higher.
- e. Upon acceptance into the IPAP training program, soldiers will be required to extend their current enlistment for a period to expire not less the projected completion date of the training program. Also, IAW AR 135-91, Table 2-1, graduates incur a 6 year military service obligation.
- f. Meet all of the eligibility criteria for appointment as a commissioned officer IAW AR 135-100, AR 135-101, and NGR 600-100.
- g. All applicants with a **P3 profile** are ineligible to apply.
- h. Personnel applying from other services and ROTC can only apply for Active Duty Army training seats and will be transferred to the Army upon acceptance to IPAP.
- i. National Guard personnel selected for the IPAP are exempt from stop loss, stop movement, and life cycle unit requirements.
- j. Civilian Personnel are not eligible to apply for IPAP.
- k. Deferment is authorized, provided it will not cause the soldier to lose eligibility to attend the course. Soldiers must request Deferment in writing
- l. All applicants must be eligible for the granting of a security clearance at the SECRET level and must provide evidence of having initiated the application for a security clearance at the SECRET level with the application.
- m. National Guard Soldiers are not eligible for the Requirements Completion Course (RCC) unless they apply for an Active Duty training slot.

2. DESIRED EXPERIENCE:

- a. 36 months experience in the 68 Career Management Field (CMF), or any other medical Military Occupational Specialty (MOS) .
- b. At least 24 months experience in a civilian medically oriented position.
- c. All soldiers who otherwise meet the basic eligibility criteria may apply, regardless of their enlisted MOS or branch.

3. BASIC EDUCATION REQUIREMENTS:

a. Applicants must have at least 60 transferable credit hours from an accredited college/university, of which - a minimum of 30 credit hours must have been completed in-residence. Student should have maintained a Grade Point Average (GPA) of 2.5 in resident courses.

b. The requirement for 60 credit hours includes completion of the courses listed below in-residence (**Online courses are considered as in-residence**) except the mandatory courses listed below (1-8). All transcripts submitted for evaluation should be **Original Official** from every college attended. Only grades of "C" or better are transferable. Applicants must have a minimum cumulative grade point average (GPA) of 2.5 (from all colleges and universities attended), and a minimum GPA of 2.5 for all science courses. **The GPA requirement cannot be waived.** All applicants must complete an Academic Worksheet. Transfer credit as awarded by another college/university other than the affiliate university will not be accepted. Correspondence courses, College Level Examination Program (CLEP), and credit granted for military experience from MOS training do not meet the criteria for in resident semester hours. Coursework must have an associated letter grade (Pass/Fail will not be adequate to meet the requirement). The following are **not** accepted as in-residence hours: MOS or other military service training, AARTS (Army/American Council on Education Registry Transcript System), College Level Examination Program (CLEP), Defense Activity for Nontraditional Education Support (DANTES), correspondence courses, ACT-Proficiency Examination Program, Regents or Excelsior College credit for examination, other examination for credit, or other programs that do not award semester or quarter hours of credit and a letter grade of "C" or better. Transfer credits listed on a college transcript from any of the preceding also do not qualify as in-residence hours. The prerequisite courses must be complete and presented on an official transcript prior to being submitted to the board. Online courses are considered as in-residence. Applicants are strongly encouraged to repeat any of the mandatory science courses (Anatomy, Physiology and Chemistry) that were completed greater than 5 years ago, but they will be accepted as long as they are not older than 10 years. Other coursework can be older than 10 years. In-residence hours are defined as academic work completed by class attendance or by a graded distance learning course that is an accredited college or university recognized by the affiliate university. The applicant must have completed the following mandatory, non-waiverable, courses in-residence:

- (1) 3 semester hours of English Composition I - (**CLEPs will be considered for English I**).
- (2) 3 semester hours of English Composition II - (**CLEPs will be considered for English II**).

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(3) 6 semester hours of Humanities/Social Sciences - i.e. History (including Western Civilization), Ethics, government, political science, art, and Language courses. The affiliate university is the factor.

(4) 3 semester hours of Human Anatomy - (**lab not required**)

(5) 3 semester hours of Human Physiology - (**lab not required**),). (The combination of Anatomy and Physiology courses is acceptable). NOTE: A single 4 SH A&P I course is equivalent to 2 SH Anatomy and 2 SH of Physiology. Therefore applicants must take the follow-on A&P II course to gain a minimum of 3 SH in Anatomy and 3SH in Physiology. If you take a 3-4 SH course in Human Anatomy, then take a 3-4 SH course in Human Physiology separately.

(6) 6 semester hours of General Chemistry, Organic, Inorganic, or Biochemistry - (**lab not required**). Introductory courses are not acceptable.

(7) 3 semester hours of Algebra -(or other higher level math course, i.e. Statistics)

(8) 3 semester hours of Psychology (Any Psychology - acceptable course include Intro to Psychology, Behavioral Psychology etc...)

c. Historically, academic failures in the IPAP were due to students lacking a fundamental knowledge base in anatomy/ physiology, chemistry, and mathematics. Therefore, applications will not be accepted from those who lack criteria as listed above.

d. Applications will not be accepted from soldiers who are currently enrolled in school, or attempting to complete the mandatory civilian education requirements. All requirements must be met prior to submission of packet.

e. The other remaining 30 semester hours may be derived from examinations offered by the CLEP general and subject examinations, DANTES, ACT-Proficiency Examination Program, correspondence courses, AARTS, MOS, other military training, Regents, or examination for credit or in-resident attendance. **All applicants without a BS Degree must submit an official AARTS transcript.** To request an institutional AARTS transcript, mail or fax a written, signed request or completed DA Form 5454-R and forward to: AARTS Operations Center 415 McPherson Avenue, Fort Leavenworth, KS 66027-1373. Fax: (913) 684-2011. Applicants can also request a transcript online at <http://aarts.army.mil/>. Military training and experience may be evaluated for award of credit by submission of an official AARTS transcript. Credit for MOS related training and experience may not be applied to the 30 SH of specific prerequisite coursework **except** in the following cases: 68WK (Lab Technicians) will receive 6 hours of Chemistry Credit, 18Ds Special Forces Medics and 68WM6 (LPN) will receive 3 Hours of Anatomy credit. **NO Other MOS Training will be accepted.** The actual credit will be determined by the University of Nebraska at the time of official review. Other credit may be applied to the 30 SH of additional coursework as determined by the degree issuing institution. An official record or transcript must be provided from the examining agency. For example, the applicant must provide an official CLEP score report for verification of CLEP scores.

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f. All applicants, **regardless of degree status**, must take the Scholastic Aptitude Test (SAT) within five years of the fiscal year of application (1 Mar). The minimum score must be 450 in each section of the exam and the applicant must have a combined Critical Reading and Math score of no less than 1000. The SAT may not be substituted with another college aptitude exam, i.e. GRE, MCAT, or ACT. The Scholastic Aptitude Test (SAT) – Version One. Allow a minimum of 8 weeks for the College Board to grade the examination. Army Education Centers can assist with the completion of the SAT requirement and in many cases offer the examination for free.

4. APPLICATION PACKET ASSEMBLY:

a. Assemble application packets in an **any color two sided folder**, secured a label on a blank sheet of white paper the Soldier's Name, SSN, and National Guard State affiliation and the e-mail address of the AMEDD Recruiter who is forwarding the packet to NGB on the left side of the two sided folder with a two-prong fastener. Notebooks will not be used.

b. Assemble packets using the IPAP Checklist on top with all documents/tabs on the right side of the folder. Documents printed landscape should be so oriented that the paper's top edge is toward the center of the folder.

c. The packet should be set up as outlined in enclosure 2, using tabs lettered as shown (A-U). Only the appropriate materials will be under each tab. If the indicated information does not apply, indicate under the tab, **"This Tab is Not Applicable"** on a sheet of plain white paper. By doing so, you will communicate to the board that the tab was not used, nor overlooked.

d. Certify copies of professional certifications or licenses as "true copies".

e. Utilize a one to two page Biographical Sketch/Summary (IAW NGR (AR) 600-200 or NGR (AR) 600-100, as applicable) only to provide the board with more detail about an applicant's experience.

f. An official DA photograph (If deployed, you may submit a 5"X8" photo in ACU/DCUS). If an Official DA Photo is not available in the US.

5. **Waivers.** **ALL** waivers must be approved **prior to** submitting application packets. Request for waiver must be sent to NGB-ASM-O (AMEDD).

6. Prior to submission of an application packet, the state will subject each applicant to a screening process to ensure Federal Recognition eligibility and appointment into a MTOE/TDA assignment **upon course completion**. A memorandum signed by the State Personnel Officer will be placed in the applicant's packet under the appropriate tab indicating the applicant was screened and is eligible to be commissioned upon completion of the course. A statement similar to the following should be included in the memorandum.

"This memorandum is written to certify that, if selected, SSG Applicant is eligible for appointment as a First Lieutenant in the Army Medical Specialist Corps (SP) as a 65D, Physician Assistant upon completion of IPAP, Interservice Physician Assistant Program. SSG Applicant understands that prior to

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the start of the program he/she must meet all requirements to make application for this program, as well as meeting the administrative prerequisites for appointment upon completion of the school IAW all applicable regulations and references. (NGB-ART memo, AR 135-100, AR 135-101, Chapter 2, AR 40-501, and NGR 600-100). SSG Applicant also agrees to contact their state 45 days prior to completion of Phase II to ensure that proper coordination has been made for the completion of the federal recognition process. "

"This memorandum is written to certify that, if selected, Officer Applicant is eligible for appointment in the Army Medical Specialist Corps (SP) as a 65D, Physician Assistant upon completion of IPAP, Interservice Physician Assistant Program. Officer Applicant understands that prior to the start of the program he/she will be conditionally re-appointed as an Army Medical Specialist Corps Officer, AOC OOE65 and that he/she meets all requirements to make application for this program, as well as meeting the administrative prerequisites for appointment upon completion of the school IAW all applicable regulations and references. (NGB-ART memo, AR 135-100, AR 135-101, Chapter 2, AR 40-501, and NGR 600-100)."

(a) **Enlisted** soldiers E1-E5 will attend the program in a commissioned officer candidate status (SGT/E-5), however, they are neither enrolled in nor participants of the Army Officer Candidate School (OCS) Program (AR 351-5). Rather, it ensures equality among students during training and identifies students as future officers in training. SGT/E-5 and above will attend in their current grade. Upon successful completion of Phase 2 training, an eligible graduate may be tendered an appointment as a commissioned officer in the Army Medical Specialist (SP) Corps. The appointment includes the designation in the area of concentration (AOC) 65D, SP. Each SP officer will then be required to complete the AMEDD Officer Basic Course (OBC) at Fort Sam Houston, Texas. Soldiers attending IPAP incur a six year ARNG service obligation following successful completion of Phase 2.

(b) **Warrant officers** will attend the program in their current warrant officer grade.

(1) Upon successful completion of Phase 2 training, an eligible graduate will be tendered an appointment as a commissioned officer (1LT/02) in the Army Medical Specialist (SP) Corps. The appointment includes the designation in the area of concentration (AOC) 65D. Each SP officer will then be required to complete the AMEDD Officer Basic Course (OBC) at Fort Sam Houston, Texas.

(2) Upon appointment, the officer incurs a **six** year Army National Guard Service Obligation beyond the date of successful completion of Phase 2. Any calculated service obligation remaining from prior warrant officer appointment will be served consecutively with service obligations incurred as a result of IPAP participation and it will be served "First incurred, first served". Time spent in the IPAP will not be used to satisfy any outstanding service obligation.

(3) If the warrant officer fails to successfully complete the IPAP for any reason, or if they become non-select for promotion while attending the IPAP, they may be removed from training, re-branched, or separated from active duty depending on the needs of the Army.

(c) **Commissioned Officers** attending IPAP **must** be conditionally re-appointed to the SP Corps (Primary AOC OOE65) no earlier than 30 days prior to the start of their class. Officers will report with

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the Army Medical Specialist Corps Branch insignia on their uniform. They will also report with their new rank after calculation of their constructive credit, per DoDI 6000.13. Date of rank for re-appointment will be the first day of the time period on PCS ADT orders to IPAP or no earlier than 30 days prior to the scheduled start date of course. IAW AR 135-91, Table 2-1, ARNG graduates of the IPAP course incur a 6-year ARNG military service obligation. The examples provided below demonstrate the phase lines for re-appointment:

- 2LT with a total of 2 years commissioned service:
½ credit would = 1 year commissioned service
Would remain a 2LT with 1 year time in grade
- 1LT with a 3 total years of commissioned service:
½ credit would = 18 months commissioned service
Would remain a 1LT but would have no time in grade
- CPT with 3 years time in grade and a total of 7 years commissioned service:
½ credit would = 3.5 years commissioned service
Would be conditionally re-appointed as a 1LT with 1 ½ years time in grade
- Phase Lines for Appointment for Specialist Corps
under 18 months - 2LT
18 months credit - 1LT
7 yrs credit – CPT

IAW AR 135-91, Table 2-1, ARNG graduates of the IPAP course incur a 6-year ARNG military service obligation.

10. Promotion:

(a) Enlisted: Enlisted soldiers will attend the program in a commissioned officer candidate status, however, they are neither enrolled in nor participants of the Army Officer Candidate School (OCS) Program and subsequently are not eligible for promotion while attending IPAP.

(b) Officers: Commissioned officers attend IPAP as conditional appointees (00E65/SP). Promotion from 2LT to CPT while attending IPAP as a conditional appointee is authorized provided the officer has met the time in grade requirements (24 months) and has graduated from an Officer Basic Course (OBC).

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IPAPPLICATION PACKET CHECKLIST FOR IPAP TRAINING PROGRAM

(NAME) (SSN) (STATE)

____ A. Applicant's handwritten (typed copy must be provided underneath), one page letter of intent explaining motivation for seeking PA training, and expectations upon completion.

____ B. Biographical Sketch/Summary (IAW NGR (AR) 600-200 or NGR (AR) 600-100, as applicable - Enlisted/Officer)

____ C. Three letters of recommendation - current within 12 months.

- ____ 1. Unit Commander.
- ____ 2. ARNG (Officer) Physician Assistant (SP) or Physician (MC)
- ____ 3. Individual in a position to evaluate professional competence and technical ability.
- ____ 4. Additional ARNG AMEDD Officer letters of recommendation if available

____ D. Current DA Form 705, Army Physical Fitness Test (APFT) Score Card -**current within 6 months of the selection board date.**

____ E. Most recent NCO Evaluation Report (NCOER)/Officer Evaluation Report (OER) - last three (3), if applicable. NOTE: If applicant is not an NCO, it is highly recommended that a developmental counseling form (DA Form 4856) is completed by their first sergeant or company commander which provides an indication of the soldier's level of performance for the board's review. All evaluations **MUST** be profiled.

____ F. Certified copy DA Form 2-1, ERB or ORB.

____ G. Official DA Photograph, (If deployed, you may submit a 5"X8" photo in ACU/DCUS). If an Official DA Photo is not available in the US.

____ H. DA Forms 2808 and 2807-1, Report of Medical Examination and Report of Medical History to include alcohol/drug test and date and results of last HIV test. Physical IAW Chapter 2, AR 40-501 - current within 2 years from start date of the course. Chap 3 Retention Physical for current officers and Chap 2 Commissioning Physical for enlisted soldiers.

____ I. Copy of Baccalaureate level college degree(s) and higher - if applicable.

____ J. Official College transcripts evaluated and approved by the Univ. of Nebraska. Credit hours need to be reflected as semester hours.

____ K. SAT Scores (5 yrs and under are acceptable) **SAT 1** is the test of choice.

____ L. Copies of Professional Licenses and Registrations.

____ M. required waivers. (**Must be approved before IPAP packet is forward to NGB**)

____ N. Letter of application to include required statements.

____ O. Personnel Qualification Record (PQR).

____ P. Applicable copies of Medical Awards, Certificates.

____ Q. Medical prior service documents (for experience evaluation only - i.e., DA Fm 1059s, DO Fm 214s, etc.)

____ R. NGB Form 62-E, Application for Federal Recognition (Endorsements 1 and 2 needs to be completed.)

____ S. Original verification of security clearance memo - must have secret clearance, or evidence of a clearance in progress.

____ T. Memorandum indicating Soldier's physical meet all the requirements to be a Physician Assistance IAW AR 40-501, Chapter 2 - signed by State Surgeon. (**ENCLOSURE 3**)

____ U. Memorandum indicating Federal Recognition eligibility - signed by State Personnel Officer.

State POC: _____ State POC E-mail Address: _____

ENCLOSURE 2